

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 3-14 <input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-08-010	Contract Period 12/16/2008 To 11/30/2012 Base Option Period Number 3	Title of Work Assignment/SF Site Name Risk Assessment Forum Support								
Contractor SCIENTIFIC CONSULTING GROUP, INC, THE		Specify Section and paragraph of Contract SOW 2.2								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 12/01/2011 To 11/30/2012								
Comments:										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A. SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 12/16/2008 To 11/30/2012		Cost/Fee:				LOE:				
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee:				LOE:				
Cumulative Approved:		Cost/Fee:				LOE:				
Work Assignment Manager Name Julie Fitzpatrick						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
						Phone Number 202-564-4212				
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_____ (Signature)						_____ (Date)				
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						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
						Phone Number:				
						FAX Number:				
Contracting Official Name Renita Tyus						Branch/Mail Code: CPOD				
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						FAX Number: 513-487-2109				

PERFORMANCE WORK STATEMENT

Contract Number EP-C-08-010

Scientific Consulting Group

Work Assignment Number: 03-14

Title: Risk Assessment Forum Support Follow On

Scope of Work Reference:

Task: 2.2

Period of Performance:

Date of Issuance through November
30, 2012

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1. BACKGROUND

This work assignment contains follow on tasks from several work assignments from option year 2 (WA 02-14, WA 02-24, WA 02-25, WA 02-46, WA 02-48, and WA 02-50) These work assignments supported activities of the Risk Assessment Forum.

2. PURPOSE

The primary purpose of this Performance Work Statement (PWS) is to complete projects initiated on the previous work assignments listed above.

3. Tasks

Task 1 - Prepare Work Plan and Cost Estimate

The Contractor shall prepare its work plan, budget estimate, and schedule of deliverables, within 15 calendar days after receipt of work assignment

This PWS requires expertise in risk assessment. Critical to the success of this PWS is a high level of knowledge of Agency risk assessment practices relative to cumulative risk assessment and uncertainty and variability associated with the risk assessment process, including modeling and measurement.

Task 2 – Communication

Within one week of receipt of work assignment, the contractor shall convene a conference call (not to exceed 1 hour) with the EPA WA COR, and appropriate contractor staff to clarify outstanding questions and confirm the schedule and specific tasks for the work assignment. The contractor shall provide weekly status updates to the EPA WA COR. The contractor shall initiate additional communications with the EPA WA COR should developments arise that shall affect the conduct or schedule of this work assignment.

Task 3 – Inventory of Current Guidance and Tools for Uncertainty and Variability Analysis (WA 02-48 Task 4)

The RAF Probabilistic Risk Assessment Technical Panel has developed a case studies document and initiated a draft inventory of current guidance and tools for uncertainty and variability analysis to be used as the basis for development of this inventory. The inventory of current guidance and tools should include the following:

- Examples of tiering
- Types of decisions
- Identification of limitations/information needs/regulatory constraints

The inventory shall include guidance and tools for uncertainty and variability analysis with regards to risk assessment, modeling, and measurement.

A draft inventory shall be submitted by the contractor. Following receipt of written comments from EPA, the contractor shall revise the inventory. The contractor shall respond to all comments within the report using track changes and submit as draft final for approval. Upon receipt of comments on the draft final, the contractor shall conduct a final technical edit on the report and submit as camera ready for reproduction.

Task 4 – Inventory of Current Guidance and Tools for Cumulative Risk Assessment (WA 02-48 Task 5)

Following receipt of written comments on the draft report received from the contractor on November 7, 2011, the contractor shall revise the report. The contractor shall respond to all comments within the report using track changes and submit as draft final for approval. Upon receipt of comments on the draft final, the contractor shall conduct a final technical edit on the report and submit as camera ready for reproduction.

Task 5 – Edit the “Framework for Human Health Risk Assessment to Inform Decision Making” (WA 02-14 Task 2)

Following receipt of written comments on the draft edited document, address comments and resubmit as draft final. Following receipt of written comments on the draft final edited document, address comments and resubmit as final.

Task 6 – Edit the “Framework for Determining a Mutagenic Mode of Action for Carcinogenicity” (WA 02-14 Task 2)

The draft *Framework* document will be provided to the Contractor for technical editing and final production. The document will include several chapters, and will include appendices and figures. Specific activities may include, but are not limited to: (1) Performing basic editing (i.e., spelling, grammar, punctuation, paragraph structure, etc.) for the *Compendium* document; (2) Verifying all references contained in the body of the document are also listed in the bibliography, and vice versa; (3) Verifying all references are cited correctly and able to be located based on the citation information; (4) Assessing the document for consistency in writing styles and making the appropriate modifications so that the writing flows smoothly; (5) Formatting the document in a professional manner so that it is ready to be printed (i.e., indentations, fonts, page numbers, headings).

Task 7 – Computational Tools for Risk Assessment (WA 02-24 Tasks 4, 5, and 6)

The contractor shall support the 2 hour managers briefing scheduled to be held at 9:00 AM on a date to be provided via written technical direction at an EPA facility in Washington DC. The contractor shall produce a meeting announcement and signage. The contractor shall produce and distribute training materials to each attendee upon

arrival (about 50 attendees are expected). The contractors shall video the briefing and produce a 508 compliant video in a split screen format so as to show the presentation and the speaker in the same view. The briefing video shall be delivered as two files comprised of the presentation and the group discussion.

Task 8 – Human Health Colloquium Support (WA 02-25 Tasks 3)

EPA will review the draft report Colloquium Summary Report, previously delivered to EPA, for adherence to the work assignment's technical requirements. The contractor shall submit the draft final report to the WA COR via electronic file within 7 calendar days of receipt of EPA comments on the draft.

The contractor shall submit the final reports to the WA COR (3 copies, a Word® electronic file, and a camera-ready copy) within five calendar days of receipt of EPA comments on the draft final Summary Report.

Task 9 – Dose Response Matrix (WA 02-46 Task 3 and 4)

The contractor shall develop the multi-dimensional matrix with the input from EPA scientists. The contractor shall participate in meetings with EPA staff to discuss contractor deliverables (Draft Final, Final Matrices) and receive technical direction on development and presentation of the matrix. It is anticipated that development of the matrix will require approximately two meetings with EPA staff.

Once the Matrix is complete the contractor shall develop a cross walk of the matrix where existing data/methods could be more broadly applied to meet current needs; and what additional methods, defaults/assumptions, and data need to be developed in order to meet current needs. The contractor shall participate in meetings with EPA staff to discuss contractor deliverables (Draft, Draft Final, and Final Cross Walks) and receive technical direction on development and presentation of the matrix. It is anticipated that development of the Cross Walk will require approximately three meetings with EPA staff.

Task 10 – Probabilistic Risk Assessment White Papers (WA 02-50 Task 2 and amendment 1)

Edit the draft documents entitled "Using Probabilistic Methods to Enhance the Role of Risk Analysis in Decision-Making With Case Study Examples," and a corresponding summary for managers entitled "Using Probabilistic Methods to Enhance the Role of Risk Analysis in Decision-Making Managers' Summary" based on comments received by EPA from the public and in the external peer review.

The contractor shall develop a table to include all comments received and details on how the document was revised to address the comment or the rationale for not addressing the comment.

4. Schedule of Deliverables

Due Date	Product
Task 1 – Work Plan and Cost Estimate	Within 15 calendar days after receipt of work assignment
Task 2 – Communications	Convene Conference with the EPAWA COR and other personnel as appropriate within five calendar days of receipt of work assignment.
Task 3 – Inventory of Current Guidance and Tools for Uncertainty and Variability Analysis	Draft Inventory due within 25 calendar days of approval of Work Plan Draft Final Inventory due within 10 calendar days of receiving comments from EPA Final Inventory due within 5 calendar days of receiving comments from EPA
Task 4 – Inventory of Current Guidance and Tools for Cumulative Risk Assessment	Draft Final Inventory due within 10 calendar days of receiving comments from EPA Final SOP due within 5 calendar days of receiving comments from EPA
Task 5 - Edit the "Framework for Human Health Risk Assessment to Inform Decision Making"	Draft Final Document due within 10 calendar days of receiving comments from EPA Final Document due within 5 calendar days of receiving comments from EPA
Task 6 - Edit the "Framework for Determining a Mutagenic Mode of Action for Carcinogenicity"	Assemble and assess the Framework document and report back to EPA WA COR within 7 calendar days of receiving document. Submit first draft edited paper within 10 calendar days after receipt or report contents or comment from the EPA WA COR. Submit final formatted paper within 5 calendar days of receiving comments from the WA COR.
Task 7 – Computational Tools for Risk Assessment	Submit the Announcement within 4 calendar days after receipt of content information.

	<p>Prepare meeting materials and sign and deliver to the January 10, 2012 meeting.</p> <p>Submit draft video within 20 calendar days after briefing.</p> <p>Submit final video within 10 calendar days after receipt of comments on draft video.</p>
Task 8 - Human Health Colloquium Support	<p>Submit first draft edited paper within 7 calendar days after receipt or report contents or comment from the EPA WA COR.</p> <p>Submit final formatted paper within 5 calendar days of receiving comments from the EPA WA COR.</p>
Task 9 – Dose Response Matrix	<p>Draft Final Matrix due within 15 business days of meeting held to discuss EPA input on Draft Matrix.</p> <p>Final Matrix due within 10 business days of meeting held to discuss EPA input on Draft Final Matrix.</p> <p>Draft Matrix Cross Walk due within 15 business days of finalization of Matrix.</p> <p>Draft Final Matrix Cross Walk due within 15 business day of meeting held to discuss EPA input on Draft Matrix.</p> <p>Final Matrix Cross Walk due within 10 business days of meeting held to discuss EPA input on Draft Final Matrix Cross Walk.</p>
Task 10 – Probabilistic Risk Assessment White Papers	<p>Second drafts due 20 calendar days after receipt of report contents or comments from the EPAWA COR. Provide draft in two versions: mark-up text and with edits accepted to ensure ability to identify changes made, including appropriate revisions to the response to comment table.</p> <p>Final formatted reports due 10 calendar days after receipt of comments from the EPA WA COR.</p>

5. ACCEPTANCE CRITERIA:

Final products shall be produced by the Contractor upon approval by the EPA WA COR through written technical direction. The Contractor shall provide all materials produced as part of these tasks to the EPA WA COR, as per work assignment, in electronic format. Electronic versions shall be compatible with current ORD computer systems and software.

6. MANAGEMENT CONTROLS:

Periodic meetings between the EPA and contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA-COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO COR and the EPA WA COR or alternate EPA WA COR are the only representatives of the CO authorized to provide technical direction.

Per the technical direction clause, the CO and PO will be provided with copies of all technical direction.